# New SAR Initiatives Fund (NIF) Program Guide

National Search and Rescue Secretariat
Secrétariat national Recherche et sauvetage

Canada

**Issued by:**
**National Search and Rescue Secretariat**
**275 Slater Street, 4th Floor**
**Ottawa, Ontario K1A 0K2**
**April 2002**

**Aussi disponnible en français sous titre *«Guide des Fonds des nouvelles initiatives (FNI)»***

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## 1.0 INTRODUCTION

The *New Search and Rescue (SAR) Initiatives Fund (NIF) Program Guide* describes all aspects of the program. The guide will help you decide if your proposal's objectives and plans support those of the National Search and Rescue Program (NSP). The guide outlines program management, general policies and conditions and provides instructions to help you prepare your applications. Please ensure that you fully understand all of the implications of applying for, managing and evaluating a NIF proposal before proceeding with an application.

## 2.0 PROGRAM OVERVIEW

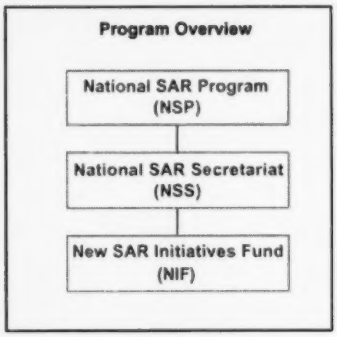


Figure 1: Program Overview

### 2.1 National Search and Rescue Program (NSP)

In 1986, the Federal Cabinet, acting on one of the recommendations of the Ocean Ranger Commission Report, directed that a National Search and Rescue Program (NSP) be established and managed as a distinct program of Government, with overall policy responsibility for Search and Rescue (SAR) resting with a Lead Minister (LMSAR), who would formulate national policy in consultation with involved Ministers. The Minister of National Defence was re-affirmed as the LMSAR with authority, responsibility and accountability for the coordination of the NSP. The Federal Cabinet also directed that a National Search and Rescue Secretariat (NSS) be established to provide direct, independent support to the LMSAR and be responsible and accountable for the conduct of the Program, of which the New SAR Initiatives Fund forms one element[1].

The NSP encompasses the efforts and activities of all levels of government, corporate and volunteer sectors, and a vast array of organizations and programs related to providing information, applying technology, conducting research, preventing SAR incidents from occurring or saving lives of people at risk. Within the federal government, five departments (Environment Canada-Meteorological Service of Canada, Department of Fisheries and Oceans-Canadian Coast Guard, Department of National Defence-Canadian Forces, Solicitor General-Royal Canadian Mounted Police, and Transport Canada) and one

[1] Cabinet direction 1986.

agency (Parks Canada) are directly involved in the coordination of programs related to SAR. While federal SAR operations are coordinated by the Joint Rescue Coordination Centres (JRCC's), non-federal SAR activities are the responsibility of individual provinces and territories (operations are coordinated by the police force of jurisdiction, e.g., the RCMP, the Ontario Provincial Police (OPP), the Sûreté du Québec (SQ) and the Royal Newfoundland Constabulary (RNC)).

**OBJECTIVES OF THE NSP:**

- **Save lives throughout Canada's jurisdictional areas;**
- **Promote the prevention or mitigation of SAR events, injury and loss of life; and,**
- **Perform all SAR functions effectively, efficiently and economically.**

## 2.2 National Search and Rescue Secretariat

The National Search and Rescue Secretariat (NSS) was established to coordinate the development of search and rescue activities throughout Canada. The NSS is responsible for the coordination of SAR nationally; the NSS reports directly to the Lead Minister for Search and Rescue (LMSAR), the Minister of National Defence, who is responsible for SAR as a distinct program of the federal government and is the spokesperson for SAR nationally.

The NSS provides central coordination and leadership for the NSP through the Interdepartmental Committee on Search and Rescue (ICSAR), a committee comprised of federal departments/agencies with SAR responsibilities, and through provincial and territorial, police, industry and volunteer organizations. The NSS manages the NIF on behalf of the LMSAR in partnership with federal SAR departments/agencies and provincial/territorial SAR authorities. A list of NIF sponsors is presented in Appendix A

## 2.3 New SAR Initiatives Fund (NIF)

The New SAR Initiatives Fund (NIF) was established by the Federal Government in 1988 to provide funding for new search and rescue initiatives that will improve the National Search and Rescue Program (NSP) in Canada.

- The fund has an annual budget allocation of $8.1 M.
- To date (2002) the NIF has funded 655 projects totalling over $113 million.

The NIF has become a cornerstone of the National SAR Program (NSP) and has contributed significantly to advancing technology and improving Canada's ability to provide economical and effective SAR response in all areas and jurisdictions.

**NIF OBJECTIVES**

1. **The enhancement of SAR activities by federal and provincial/territorial organizations with specific jurisdictional responsibilities.**

2. **The promotion and support of other projects designed to further the objectives of the NSP.**

3. **The communication of SAR "best practices" to all parties involved in search and rescue in Canada.**

## 3.0 NIF IS NOT A GRANT!

The NIF is a **contribution program**, which means that there are certain strings attached to the funds (e.g. reporting requirements, guidelines, policies) that must be met in order for funds to be paid out. This is different from grant programs, which may not have conditions.

## 4.0 NIF PROGRAM MANAGEMENT

The management of the NIF is based on a Memorandum of Understanding (MOU) between the NSS and each sponsoring department/agency/organization. The MOU is a written agreement that outlines the roles and responsibilities of the NSS, the sponsor and the participants in the NIF.

In signing the MOU, the sponsor agrees to accept the responsibility for:

- ?? Proposal management;
- ?? The delivery of reports and project deliverables;
- ?? The attainment of project objectives; and,
- ?? Results and evaluation/review or audit.

When a proposal is approved for funding, the proposal "Annex" (Proposal Form) is signed. Once approved by the NSS, each proposal becomes a project and the **Annex to the MOU**. The signed Annex is a binding agreement, signifying that the NSS will provide NIF funds approved for the fiscal year via the sponsor to the project manager, to conduct the proposed project. Funds will be provided to NIF sponsors and project managers on the submission of quarterly, final reports and invoices. For continuing projects, future year funding will depend on satisfactory past performance.

**RESPONSIBILITIES OF THE NIF PROJECT MANAGER:**

- **Respect the terms and conditions of the funding;**
- **Conduct the project as planned and approved;**
- **Notify, as early as possible, the sponsor and the NSS of any variances from the project plan;**
- **Provide quarterly status reports on the project plan, results to date and project finances;**
- **Produce a final summary report once the project is complete; and,**
- **Provide the NSS an electronic (where available) sample copy (English and French) of communication-type products/deliverables (e.g. audio, print, and /or video) produced with NIF funds.**

## 5.0 PRINCIPLES AND GUIDELINES

Applications to the NIF must demonstrate that they have addressed the following principles and guidelines, which will be used by the NSS and sponsors in screening and scoring NIF proposals.

A NIF proposal ***must***:

1. Use the NIF Proposal Form (Annex to the MOU, Parts I-V) template provided in this guide and be complete;
2. Have the potential to prevent or reduce the severity of injury, save lives, increase victim survival time or reduce risks to SAR personnel;
3. Address the objectives of the NSP (see page 2);
4. Demonstrate that it contributes to one or more of the NIF objectives (see page 3);
5. Address the categories of the NIF (see page 5);
6. Indicate how it will improve SAR capability for prevention or response;
7. Have a recognized federal, provincial or territorial NSS-approved sponsor (see page 5);
8. Have as broad a reach as possible, such as national, provincial, county, regional, municipal or joint community organizational basis;
9. Be scheduled to start April 1 and complete by March 15 of the project's final year (three year maximum); and
10. Be cost shared (monetary and/or in-kind) and be developed using partnerships (see page 6)

A NIF proposal ***will not*** be considered if it:

1. Involves the purchase of a primary SAR vessel, aircraft and/or vehicle, the construction of buildings, or seeks funding for the operations and/or maintenance of such equipment;
2. Recapitalizes or replaces assets (including equipment) or continues/renews services that organizations are providing or have previously provided;
3. Creates an ongoing funding requirement from the NIF. There should be a commitment for on-going funding in place from another source if this is necessary for the accomplishment of the proposal objectives;
4. Includes costs incurred for previously purchased equipment or services;
5. Repeats previously approved and funded NIF proposals; and
6. Requires the payment of salaries, unless the organization requires cost-recovery (i.e. special

operating agencies) or it is clearly demonstrated in the proposal that this is a cost-effective solution (i.e. justify how using NIF funds for salaries will be less expensive, more effective or more efficient).

Note: The NIF will not fund major programs of SAR resource replacement, pay salaries of permanent employees or support ongoing Operating and Maintenance (O&M) costs.

## 5.1 NIF Sponsors

To submit a proposal, potential applicants must go through one of several NSS-approved sponsors. These sponsors are either a federal government department/agency with search and rescue responsibilities or a provincial/territorial authority with SAR responsibilities (see Appendix A for a complete list of NSS-approved sponsors).

The sponsoring organization receiving the NIF funding is responsible for the project plans, finances, results, outcomes and evaluations. Reports are an essential requirement of the NSS and sponsors and must be completed as requested and submitted on time. Projects must be managed following good business practices and follow the approved financial and purchasing requirements of the sponsor. All NIF projects are subject to project site visits, review of financial records or audit by the NSS, NIF sponsors or auditors at any time.

**NOTE: THE SPONSOR IS THE LINK BETWEEN THE NSS AND THE PROJECT.**

## 5.2 NIF Categories

Applications to the NIF must demonstrate that they address at least one of the following six categories (proposals are sorted by the first category listed):

- **Integration of the NSP:** To facilitate coordination, communication and cooperation of the planning and delivery of SAR services, including forging better links with the provinces and territories, and program development activities;
- **Collection of SAR data:** To develop innovative approaches to gathering timely and accurate information on operations as well as costing and other information to support policy making and central decision-making across the aeronautical, maritime, and ground SAR environments and all SAR jurisdictions;
- **SAR prevention**: To identify better information, processes and practices for the planning, delivery and evaluation of effective prevention education and training;
- **Research and Development (R&D)**: To provide timely SAR products that apply emerging technology to dramatically improve the effectiveness of the Canadian SAR system, particularly in the area of communications, technology for better searching, search theory and practice, and resource management;
- **Volunteers:** To develop and harmonize standards, support training and consistency in service delivery, increase integration of volunteer organizations into SAR operations, expand the use of volunteers in other SAR responsibility areas such as prevention activities, and further evaluate and develop the volunteer sector; and,
- **Response:** To develop new and innovative approaches to SAR response activities.

## 5.3 Sponsor Priorities

NIF applicants should address the priorities of their NIF sponsor. NIF sponsor priorities are identified to the NSS and are provided with the NIF call letter (inviting participation in the NIF program) that is distributed at the beginning of each fiscal year.

## 5.4 Cost Sharing and Partnerships

In the past projects sponsored by the Provinces and Territories required that at least 25 percent of the funding be provided by the sponsor. This has been replaced with a **mandatory** requirement for cost sharing and partnering for **all** projects. The project scoring system has been changed to award additional points based on the degree of cost sharing and partnership.

The changes will apply beginning in FY 2003/2004. All NIF proposals submitted for the FY 2003/2004 project cycle and beyond will be required to conform to the changes in policy.

### 5.4.1 Cost Sharing

Cost sharing represents the portion of costs not borne by the NSS (NIF), and includes both monetary contributions as well as "in kind" contributions. This recognition of "in kind" contributions is new. All contributions must be valued, documented in the NIF proposal and capable of being monitored and audited (see budget table in Part 2 of the Proposal Form). Points are awarded based on the degree to which proposals are cost shared.

NIF proposals that have a non-SAR component will be funded based on a ratio, e.g., if 50 per cent of the proposal has a SAR usage and 50 per cent of the proposal has a fire-fighting component, then the proposal should only receive 50 per cent of the total proposal cost from the NIF. *Cost sharing ratios must be based on only the SAR related costs.*

**In-kind contributions** involve non-cash asset (a future benefit that can contribute directly to the proposal) transactions that are provided by interested parties in support of a NIF proposal.
Eligible in-kind expenses as defined by the Treasury Board Secretariat (TBS) include "assets that are essential to a project's success, eligible under the Principles and Guidelines (p. 4), and that otherwise would be purchased and paid for by the recipient"(TBS 2001). In-kind expenses must be:

- Supported by a letter of support from the contributing source(s). Such letters must be included in the project proposal; and,
- Have a monetary cost that is based on an estimated fair market value. This cost must be included in the project proposal budget.

### 5.4.2 Partnerships

Partners must be identified in the "Details on other Funding Sources and Partners" table in Part 2 of the proposal form and letters of support from partners must be included with the proposal. Points are awarded based on the degree of partner involvement.

The following elements make a partnership under the NIF:

- Arrangement between two or more parties;
- Shared/compatible objectives;

?? Shared risk; and,
?? Mutual benefit.

## 6.0 GENERAL POLICY and CONDITIONS

### 6.1 Federal/Provincial Taxes

*(Note: The following guidelines apply to the organization doing the actual purchasing for a NIF project's materials/services. This organization does not have to be the NIF sponsor.)*

When a recipient of NIF funds pays a non-refundable tax in the process of acquiring an eligible asset, the tax may be included as part of the eligible project costs.

Recipients who are only entitled to a Canada Customs and Revenue Agency (CCRA) refund credit on a portion of taxes paid on goods and services that are eligible will be allowed to claim only the portion of tax not refunded by the CCRA.

For further information on the eligibility for input tax credits or rebates contact the CCRA Tax Service Office (www.ccra-adrc.gc.ca) .

### 6.2 Bilingualism Policy

Applicants to the NIF must recognize that organizations receiving funds from a federal program such as the NIF must respect the guidelines of the Official Languages Act. Bilingual requirements may depend on the proposal's scope (national vs. local), purpose, target audience, and on the type of organization receiving the funding.

If a proposal is **national** in scope it must:

?? Issue documentation (e.g., audio, print, video) of equal quality simultaneously in both official languages;
?? Promote members of both official language communities as equal and active members in operations and programs; and,
?? Conduct activities to meet the needs of the participants in both language groups.

If a proposal is **regional/local** in scope it must:

Be determined with the NIF sponsor and the NSS (at the proposal application stage) whether the demand justifies the use of both official languages.

Sufficient funds should be included in the NIF project budget to meet the bilingual requirements of a proposal.

**All translation activities paid for by the NIF must be done by an accredited translator who is recognized by a professional association of translators/interpreters, and must be done in accordance with the SAR Lexicon (available on the NSS web site) to ensure the national harmonization of French SAR terminology.**

For further details concerning bilingual requirements contact the sponsor, the NSS or the Treasury Board of Canada Secretariat (www.tbs-sct.gc.ca).

## 6.3 Intellectual Property

Intellectual property acquired with NIF funding generally rests with the proponent. In some cases, joint ownership of intellectual property may be sought by the NSS to ensure the proper dissemination of information to the SAR community.

For further details concerning intellectual property contact the NIF sponsor, the NSS or the Treasury Board of Canada Secretariat (www.tbs-sct.gc.ca).

## 6.4 Ownership of Project Assets

Federal/provincial/territorial sponsors of NIF projects are responsible for the physical assets acquired through the NIF, including ongoing operating costs, safekeeping, maintenance, repair and replacement of assets. Project managers may dispose of assets acquired with NIF funds as they see fit, after discussion and agreement with the NIF sponsor. At the time of final disposal of assets acquired through NIF funding, the NSS must be advised so that other participants in the NSP can determine if this resource can be put to effective use in another SAR jurisdiction. This policy also applies to software developed through the NIF.

## 6.5 Royalties

If a NIF project has the potential for revenue generation, you must discuss this with the NIF sponsor to determine if royalties are payable to the NSS and note the decision in the proposal.

## 6.6 Credit and Visibility

Credit must be given for the funding received from the NSS New SAR Initiatives Fund. The sponsor and/or other partners may also have requirements concerning credits. The general wording of the acknowledgment crediting the funding should be:

**In English: "This project received Government of Canada funding through the New SAR Initiatives Fund"**

**In French: «Nous avons pu réaliser ce projet grâce à la contribution financière du Gouvernment du Canada à travers du Fond des nouvelles initiatives de recherche et de sauvetage»**

Some examples of project visibility include official opening ceremonies, press releases (see template in Appendix F), conferences, references in permanent project documents, videos and open-house events.

The use of the NSS logo is encouraged on items published or produced using NIF funds (including videos). The NSS logos are available electronically from the NSS.

English Logo

French Logo

## 6.7 Project Cancellation

### 6.7.1 Voluntary project withdrawal by sponsor/project manager

The sponsor should contact the NSS, notify the NSS in writing, and arrange for the return of all funds not accounted for to the NSS as soon as possible.

### 6.7.2 NSS early termination of the project

Recipients of NIF funds are obligated to perform in accordance with NIF policies and guidelines. Failure to do so could result in early termination of the project and the re-imbursement of any funds not expended. Circumstances warranting the early termination of projects by the NSS could include: failure to meet reporting requirements; failure to conduct the project as planned; and no progress on project without valid reason for six months or more.

## 6.8 Environmental Assessment

Any NIF proposals that may have an impact on the environment are subject to the Canadian Environmental Assessment Act (CEAA). If it is determined that an environmental assessment must be done of the proposal, this assessment must be completed prior to NIF proposal submission and the appropriate documentation must be attached to the proposal. For more information on the Canadian Environmental Assessment Act please contact the Canadian Environmental Assessment Agency (www.ceaa.gc.ca) .

## 6.9 Contracting

NIF sponsors must follow Treasury Board and Public Works and Government Services (PWGSC) contracting policy and regulations when contracting to third parties.

For more information regarding contracting policies and regulation please contact the Treasury Board Secretariat (www.tbs-sct.gc.ca) .

## 6.10 Access to Information

The information collected on the proposal forms will be subject to the Access to Information Act (ATI).

## 7.0 NIF PROPOSAL APPLICATION PROCESS

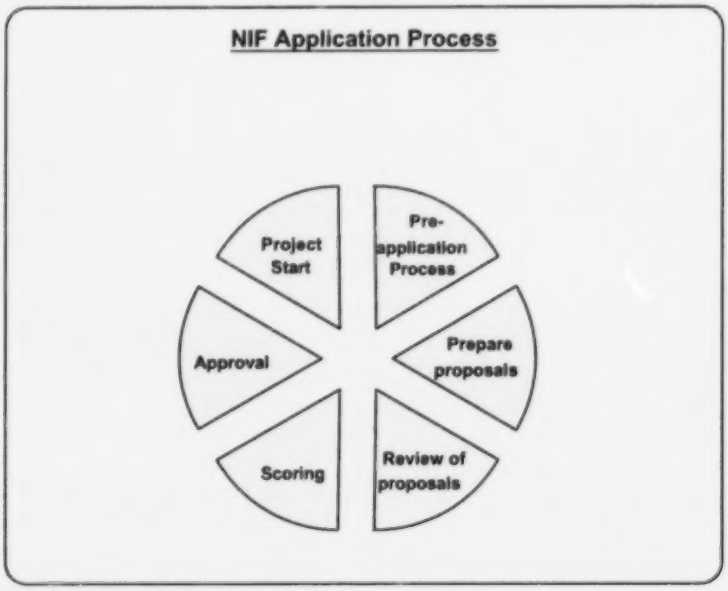


Figure 2: NIF Application Process

### 7.1 Pre-application Process

Prior to submitting a proposal to the NIF, discuss the proposal idea with the appropriate sponsor (see page 5) and/or with the NSS. The NSS can provide valuable information about NIF policies and program guidelines, and direct potential applicants to the appropriate sponsor. Sponsors may request a preliminary outline or letter of intent (LOI) from potential applicants, and will provide assistance to applicants in developing complete proposals. All applicants must develop proposals in partnership with other organizations and have them approved at the local, provincial/territorial and national level prior to submission to NIF sponsors. This will help ensure that proposals developed have been subjected to a priority setting process and address real/current SAR needs.

### 7.2 Preparation of Proposals

Applicants **MUST** follow the instructions and submit complete and thorough proposals. ***Proposals that do not conform to the standard format will not be accepted.*** Instructions are provided in italics on the proposal forms on the following pages. Blank templates for all NIF forms displayed in this guide are now available through the NSS website (www.nss.gc.ca). Applicants are encouraged to provide all proposal documents electronically. Information on proposal application dates is available on the NSS website.

### 7.3 Review of Proposals

Once proposals are received at the NSS, NIF Program Managers conduct an initial review of each one. The NIF sponsor will be notified if proposal(s) are incomplete or need further clarification. Scoring will be based on the information provided in the NIF proposal, so it is essential that the proposals be complete and address all requirements. If any deficiencies are identified, they must be addressed and the proposal(s) re-submitted to the NSS by the date specified, otherwise they will not be forwarded to the NIF Merit Board. To see the checklist used by the NSS and NIF sponsors during the initial review phase consult Appendix C.

### 7.4 Proposal Assessment and Scoring

Proposals that meet the screening process are assembled and sent to the **NIF Merit Board,** where they are carefully reviewed and scored based on the scoring criteria outlined in Appendix D. The NIF Merit Board consists of one representative from each ICSAR department as well as one provincial/territorial representative.

Once all scores have been received, the proposals are ranked in descending order based on their average scores, and the ranked list is distributed to NIF Merit Board members. The NSS then chairs the **NIF Merit Board** meeting, at which the ranked list is approved and sent to ICSAR and the Minister (LMSAR) for final approval.

### 7.5 Proposal Approval

Once the ranked list is approved by the LMSAR, the NSS signs each of the approved proposals. This document will become the Annex to the Memorandum of Understanding between the NSS and the NIF sponsor for the NIF project.

Normally sponsors are notified of proposal approvals in writing by April 1.

### 7.6 Project Start

Approved proposals may begin on April 1, subject to the receipt of written approval and authorization.

## 8.0 THE PROPOSAL FORM - Annex to the Memorandum of Understanding

### 8.1 PART 1 – Proposal Summary

Part 1 captures the basic information about the proposal.

### 8.2 PART 2 – The Detailed Proposal

Part 2 explains all aspects of the proposal in detail. Provide only the information requested and complete all sections.

### 8.3 PART 3 – Communications-Type Proposals

This part of the proposal is only required for public communications-type proposals (e.g., audio, print and video). Include translation/adaptation costs to ensure proposals meet federal bilingual policies. This

information is required in part to address the information requirements of Public Works and Government Services Canada (PWGSC).

### 8.4 PART 4 – Prevention Proposals

Part 4 of the proposal is required for all prevention proposals. Proposals in the prevention category must address one or more of the ICSAR-approved SAR prevention strategies and where possible, demonstrate that the proposal meets the best practices elements (for more information on SAR Prevention strategies see Appendix B).

### 8.5 PART 5 - Additional Information

Attachments and additional information about the proposal are not required but can be added in a logical sequence to correspond to the order of the proposal (must not exceed 5 pages). Ensure that any appropriate background information (e.g. studies) is included in this section.

**PROPOSALS MUST:**

- **Be in the standard format *as provided in this guide***
- **Be complete**
- **Follow all instructions**
- **Answer all questions**

* **Proposals not meeting these standards will not be considered.**

**New SAR Initiatives Fund (NIF)**
**Annex to the Memorandum of Understanding**
**Part 1- Proposal Summary**
**FY __/__**

| | |
|---|---|
| **PROPOSAL TITLE:** | *Provide a title that identifies the proposal.* |
| **SPONSOR:** | *Provide the name of the NSS-approved sponsor.* |
| **CATEGORY:** | *If your proposal addresses more than one category, please list the categories in order of importance. Your proposal will be categorized by the **first** category listed.* |
| **LOCATION:** | *Identify the geographic location (city/province) where the proposal activities will occur.* |

| | | | |
|---|---|---|---|
| **FINANCIAL SUMMARY:** | **Total Estimated Cost** | **Provide the total proposal cost** | |
| | **From NIF** | $ | % |
| | **From Other Sources** | $ | % |

*** Cost-sharing and partnerships are mandatory for all proposals****
*Provide the amount in dollars and as a percentage received from both NIF and other sources.*

| | | | | | | |
|---|---|---|---|---|---|---|
| **COST BREAKDOWN:** | *Provide the amount of funding required from NIF and from other sources for each fiscal year. (Identify the funding for each fiscal year as FY XX/XX, composed of the last two digits of each year of the proposal's life cycle and the year following.)* | | | | | |
| **From NIF:** | FY __/__ | $ | FY __/__ | $ | FY __/__ | $ |
| **From Other Sources:** | FY __/__ | $ | FY __/__ | $ | FY __/__ | $ |

**SUMMARY OF PROPOSAL:**

- ??*Describe the proposal in 1-2 paragraphs*
- ??***Clearly** explain the proposal to someone who is not familiar with it*
- ??*Address the objectives of the NSP*
- ??*Address both NIF objectives and sponsor priorities*
- ??*Provide a justification for the deficiency/need*
- ??*Define all acronyms*
- ??*Explain all scientific/technical terms*
- ??*Address project royalties, intellectual property, environmental assessment, bilingualism or any other significant issues. (see Page 7).*

| **APPROVED BY:** | |
|---|---|
| For the Sponsor | For the National SAR Secretariat |
| _____ | _____ |
| *Name (print name below line)* | |
| Title<br>Department | Director, Federal Coordination<br>National Search and Rescue Secretariat |

**New SAR Initiatives Fund (NIF)**
**Annex to the Memorandum of Understanding**
**Part 2 – DETAILED PROPOSAL**
**FY ___/___**

| | |
|---|---|
| **PROPOSAL TITLE:** | *Provide the same title used in Part I.* |
| **STATEMENT OF PURPOSE:** | *Provide a brief (one or two line) statement that clearly explains the proposal's overall intended purpose.* |
| **SUMMARY OF NEED:** | *Provide a description of the need, supported when applicable, by scientific research, statistics, frequency and distribution of occurrence, and/or examples of SAR incidents.* |
| **DESCRIPTION OF SOLUTION:** | *Provide a summary of the proposed solution to address the need, deficiency or requirement, emphasizing the benefit(s) that would be achieved and the risk/certainty of the proposal. Demonstrate the link between the proposal and saving lives. If the proposal is related to others, provide the linkage or outgrowth of the proposal to the previous or existing proposals.* |

**TARGET AUDIENCE:** *Describe the target audience(s) for this proposal. Explain who this proposal is aimed at and/or who will benefit from its outcomes (proposals can have one or more target audience).*

**MANAGEMENT PLAN:** *Indicate in the table below, the proposal's intentions and provide a description of the proposals intended performance. Complete all required sections for EACH objective.*

**OBJECTIVE #1:** *State the objectives you intend to achieve by expanding/building on the Statement of Purpose. Break down each objective into separate identifiable activities, outcomes, outputs, performance measures and anticipated time.*

| Project Activities | Cost | Outputs | Performance Measures | Time |
|---|---|---|---|---|
| *Demonstrate each of the "steps" needed to accomplish the objective in the sequence that they will occur.* | *Identify the cost of each of the project activities.* | *The direct product or service produced by planned project activities.* | *State the exact criteria that will be taken as evidence that the intent of the project activity has been achieved.* | *Indicate when(FY XX/XX, quarter X) each activity will be complete.* |

***Note: complete this table for each stated objective***

| | |
|---|---|
| **LANGUAGE FOR COMMUNICATION-TYPE DELIVERABLES:** | ?English ?French ? Both English and French |

| | |
|---|---|
| **COMMUNICATION PLAN:** | *Indicate in the table below how and when the results of the project will be communicated to its audience and/or other interested groups.* |
| **Message** | *Indicate what message you wish to convey to other parties who could benefit from your NIF project results/products/services (e.g., communicate survey/study results to interested parties, announce the completion/arrival/publication of new products/services/technology, promote awareness of search and rescue activities, etc.)* |
| **Target Audience** | *Identify who would be interested or who would benefit from learning about your NIF project.* |
| **Action Plan** | *Indicate how you will package your message and how you will ensure your target audience receives the message (letters, articles, public service announcement, web postings, special events, etc.)* |
| **Schedule** | *Identify the milestones in your action plan and the expected date of completion.* |
| **Evaluation of Communications Plan** | *Indicate how you will evaluate if the message has been received by your target audience (e.g., survey, inquiries received, newspaper/trade magazine articles, radio/television broadcast, number of "hits" on a Web page, etc.)* |

| | |
|---|---|
| **POST PROJECT EVALUATION PLAN:** | **A post project evaluation based on the performance measures stated in the project's management plan will be conducted for this project and submitted to the NSS via the NIF sponsor within 6 months (Oct. 31) of project completion.** |

**DETAILS ON OTHER FUNDING SOURCES:** *Please list all cash contributions and in-kind support from other funding sources. Please note that you will need to provide confirmation letters from these funding sources. The letters must indicate the cash or fair market value of the contribution being made.*

| SOURCE | CONTRIBUTION | | | |
|---|---|---|---|---|
| **Organization name** | **Description** | **Cash ($)** | **Value of in-kind ($)** | **Letter included** |
| *e.g. Local Business* | *Equipment trailer* | *500.00* | | *Yes* |
| *e.g. Canadian Avalanche Association* | *Project manager* | | *8,840* | *Yes* |
| | | | | |

| **BUDGET:** *Provide a detailed list of items under each heading. Ensure that prices include the appropriate taxes (where applicable).* | **COSTS** | | | **FUNDING SOURCES** | | |
|---|---|---|---|---|---|---|
| | | | | **NIF** | **OTHER SOURCE(S)** | |
| | **QUANTITY** | **UNIT COST ($)** | **TOTAL ($)** | **CASH ($)** | **CASH ($)** | **IN KIND ($)** |
| ***Goods:*** *Ensure all the costs for all capital required to complete the proposal are included.* | | | | | | |
| ***Services:*** *Ensure all the costs for all operations and maintenance required to complete the proposal are included.* * | | | | | | |
| ***Communication Plan costs:*** *Ensure the costs to carry out the proposed communications plan are included.* | | | | | | |
| ***Translation Costs:*** *Include the costs of any translation activities that will be incurred for your proposal to meet federal bilingual requirements (see page 7).* | | | | | | |
| ***Personnel costs:*** *If the intention is to pay all or part of the salary of someone who is not a contractor working for the proposal, it must be justified in the project description that hiring the proposed personnel will result in lower costs, greater effectiveness or greater efficiency. The NIF does not pay for employees of publicly funded agencies, except for those agencies that have cost-recovery policies (i.e special operating agencies).* | | | | | | |
| ***Contingency (10%):*** *This is not supposed to cover expenses that should have been captured above. It addresses the unexpected and does not duplicate costs elsewhere in the budget.* | | | | | | |
| **TOTAL:** | | | | | | |

** Note: Does not include personnel costs.*

| | |
|---|---|
| **DO PRICES IN THE ABOVE BUDGET TABLE INCLUDE TAXES?** | ? YES ? NO |
| **IF YES, PLEASE INDICATE THE TAXES APPLICABLE (NAME AND PER CENT):** | |

| **QUARTERLY CASH FLOW:** | *Provide (in the table below) accurate forecast amounts for each quarter of each funded year, for both NIF as well as other sources of funding.* | | | | |
|---|---|---|---|---|---|
| **From NIF:** | | | | | |
| **Forecast Expenditures** | **Q1** | **Q2** | **Q3** | **Q4** | **Total** |
| FY __/__ | | | | | |
| FY __/__ | | | | | |
| FY __/__ | | | | | |
| **From Other Source(s):** | | | | | |
| **Forecast Expenditures** | **Q1** | **Q2** | **Q3** | **Q4** | **Total** |
| FY __/__ | | | | | |
| FY __/__ | | | | | |
| FY __/__ | | | | | |

**Start-Up Funds:** *Identify the amount of start-up costs needed to begin the first quarter activities.*
**Justification:** *Explain and justify why the start-up costs are needed.*

| **CONTACTS:** | | |
|---|---|---|
| **Project Manager** | **Responsible Officer** | **Other Sources of Funding** |
| **Name:** | **Name:** | **Name:** |
| **Title:** | **Title:** | **Title:** |
| **Organization:** | **Organization:** | **Organization:** |
| **Address:** | **Address:** | **Address:** |
| **Postal Code:** | **Postal Code:** | **Postal Code:** |
| **Telephone:** | **Telephone:** | **Telephone:** |
| **Fax:** | **Fax:** | **Fax:** |
| **E-mail:** | **E-mail:** | **E-mail:** |

**New SAR Initiatives Fund (NIF)**
**Annex to the Memorandum of Understanding**
**Part 3- COMMUNICATIONS-TYPE PROPOSALS (optional)**
**FY __/__**

**Additional information requirement for certain types of proposals:** *Complete this part of the form if the proposal is a public communications-type proposal (e.g., publications, audio, video)*

**Please provide the following information:**

?? Production schedule
?? Level of funding sought (including a detailed breakdown of all other proposed and confirmed
?? funding sources);
?? Detailed, itemized, unit-cost, budget and a cash flow;
?? Analysis of the target audience and description;
?? Plan for the distribution, licensing, and allocation of rights; and,
?? Report of research and development to date.

**New SAR Initiatives Fund (NIF)**
**Part 4- Prevention Proposals**
**FY ___/__**

| | |
|---|---|
| **ICSAR APPROVED SAR PREVENTION STRATEGIES:** | *Identify which prevention strategy(ies) (Appendix B) the proposal addresses.* |
| | |
| **ICSAR APPROVED BEST PRACTICES ELEMENTS:** | **DESCRIPTION:** *Demonstrate, where possible, the best practices that this proposal addresses.* |
| **NEEDS:** | *Base the proposal on real specific needs. (e.g. 80% of accidents involve males between the age of 18-24)* |
| | |
| **AUDIENCE:** | *Address a clearly defined audience.* |
| | |
| **CULTURAL COMPETENCY:** | *Tailor the messages to a specific audience and its needs.* |
| | |
| **OBJECTIVES:** | *Set clearly defined objectives and interventions for each prevention service being offered, process (delivery) and outcome (behavioural) objectives and specifying interventions and their components.* |
| | |
| **RESEARCH:** | *Consult literature in behavioural and social science theory and research relevant to changing risk-behaviours.* |
| | |
| **FORMATIVE EVALUATION:** | *Assess the communications medium that works best for the audience to be targeted through testing the effects of different communications mediums.* |
| | |
| **EVALUATION PLAN:** | *Formulate and include an evaluation plan with defined expected results and measurement mechanisms.* |
| | |
| **RESOURCES:** | *Secure sufficient resources to accomplish task(s) as intended.* |
| | |
| **DEGREE OF RISK:** | *Portray the nature and the degree of risk associated with the activities at hand. You should be clear and to the point, show the consequences of unsafe practices and offer possible solutions.* |
| | |
| **CALL-TO-ACTION:** | *Include action-based campaigns in which target audience actively participates in safety promotion activities, or programs which involve personal interaction with audience.* |
| | |
| **DISTRIBUTION:** | *Ensure wide message distribution.* |
| | |
| **PROCESS EVALUATION:** | *Conduct a process evaluation in order to ensure the adherence to plans and quality monitoring.* |
| | |
| **MONITORING:** | *Make use of evaluation findings and mid-course corrections. Programs should be monitored to see if the stated objectives are being approached. If not, outcome objectives should be re-checked for reasonableness and/or mid-course corrections should be made to the program itself.* |
| **IMPACT EVALUATION:** | *Conduct an impact evaluation to assess whether the desired results at the level of the objective have been reached. This involves evaluating the audiences' response in terms of attitudinal impact achieved e.g. surveys of knowledge and attitude change, pre-test and post-test measurement, control groups, focus groups, etc.* |

**New SAR Initiatives Fund (NIF)**
**Part 5- ADDITIONAL INFORMATION**
**FY ___/__**

*This section is optional. Attach any other information related to the proposal (maximum of 5 pages). Organize the information in logical sequence and provide a table of contents or index itemizing the supplementary information.*

*Attach letters of support confirming partnerships and cost sharing.*

## 9.0 PROJECT MANAGEMENT

### 9.1 Reporting Requirements

Once a proposal is approved and the project implemented, all project managers must provide the following reports to the NIF sponsor to forward to the NSS:

- ?? Quarterly Status Reports at the end of each quarter;
- ?? Project Amendments (if/when required);
- ?? A final summary report, when the project is complete;
- ?? Post-project evaluation; and,
- ?? Project deliverables including photos/digital images.

All reports must be written for an audience that is not familiar with the project. The sponsor will then send the reports to the NSS. Project managers of multi-year projects must adhere to the same report requirements and due dates for each year of the project's duration. These reports provide the basis for the management and accountability of the NIF. The information in these reports also provides information needed by the NSS for ongoing reporting on the NIF — to the Lead Minister for Search and Rescue, Parliament and the public.

***All report templates are available through the NSS website (www.nss.gc.ca)** **

### 9.1.1 Quarterly Status Reports

The quarterly report summarizes the status of the project related to the approved management plan to the end of each quarter (Q). It provides an explanation of any variance between the approved work plan and the progress of the project. NSS due dates for Quarterly Reports are:

**Q1** - June 30 **Q2** -September 30 **Q3** - December 31 **Q4** – March 15

NIF sponsors may require Quarterly Reports earlier to allow for review prior to NSS submission.

### 9.1.2 Amendments

It is important to conduct the NIF project as planned, on budget and within the scope as stated in the project proposal. If this is not possible, the project manager must request an amendment to the project. The amendment must be completed and submitted to the sponsor who then sends it to the NSS for consideration. Sponsors must contact the NSS immediately to discuss requests for amendments prior to submitting them. The amendment must justify why the change in the proposal is necessary and indicate clearly the requested action.

**AN AMENDMENT TO THE PROPOSAL ANNEX IS REQUIRED WHEN THERE IS ANY CHANGE TO THE PROJECT'S:**

- ?? **Total estimated cost**
- ?? **Cash flow from year to year**
- ?? **Scope**

The ICSAR Co-ordination Subcommittee may be asked to review Amendments that exceed $10,000 or 10 percent of the NIF approved share of the proposal.

### 9.1.3 Final Summary Report

The final summary report objectively summarizes how the NIF funds were used and the benefit of the project for the National SAR Program. The summary report must follow the format provided in the Guide. Further details and technical explanations about the project can be attached.

The final summary report must describe the project objective(s), activities (methodology, location, etc.), results, evaluation, communication activities, bibliography reference of any printed/published materials and any suggested follow-up activities.

Write the final summary report using complete sentences and provide a clear but short overview of the project. State what was done and explain how the project addressed a specific need. Include detailed information that clearly demonstrates the outputs and results; explains the methods and criteria that will be used to measure the success or failure of the project; and suggests areas where additional work may be required.

Final summary reports for completed NIF projects are due each year at the NSS by March 15. If you are unable to meet the deadline, sponsors must request an extension from the NSS and estimate when the final summary report will be complete. Final summary reports should be provided in electronic format.

Each year, the NSS will produce a final report containing a one-page summary of each NIF project that was completed that year. The report will be made available to sponsors, program participants and the general public on the NSS web site (www.nss.qc.ca)

Making the project results available will encourage greater communication and understanding of the types of activities being funded through the NIF, encourage the sharing of ideas and partnerships, generate new ideas for initiatives and reduce project duplication.

### 9.1.4 Post-Project Evaluation

A post-project evaluation of each NIF project is to be completed and submitted to the NSS by the NIF sponsor within six months of project completion (Oct. 31).

### 9.1.5 Deliverables

A deliverable is the final result of a series of project activities. It could be a new technology, a code or standard, a set of guidelines or an improved process, a representative photograph or audio or visual material intended to produce a measurable change in awareness, knowledge, skills and behavior of groups at risk or potentially at risk. Deliverables must be specific, focused and achievable and have a measurable impact on the SAR community. A sample (English and French) of all communication-type deliverables (e.g. audio, video, print) should be sent to the NSS electronically. Deliverables which are not available in electronic format can be mailed to the NSS at the address provided below.

**Attention: Federal Coordination**
National Search and Rescue
Secretariat
275 Slater Street, 4th Floor
Ottawa, ON K1A 0K2
Email: NIF@nss.gc.ca

### 9.2 NIF Invoices

NIF invoices are submitted to the sponsor who then reviews the request to ensure that the request for funds is substantiated by eligible expenditures. The sponsor then sends the request to the NSS.

NIF invoices are generally paid on a quarterly basis.

NIF sponsors must ensure that invoices meet NIF criteria. Invoices will only be processed if:

- All outstanding quarterly reports have been submitted
- The amount of the invoice matches the expenditures to date identified in the quarterly report

N.B. Quarter 4 invoices must be sent by the NIF sponsor to the NSS by March 15 so that NSS can process final payments prior to the end of the fiscal year.

***Any expense not included in the original proposal or exceeding the amount specified in the original proposal is not eligible for payment unless otherwise approved by the NSS.***

### 9.2.1 Advance Payments

Advance payments will only be made on the basis of a written justification explaining why the advance is required.

Advance payments must be accounted for in order for subsequent invoices to be paid.

### 9.2.2 Surplus Funds

Unused NIF funds must be returned to the NSS as soon as possible. Be sure to indicate the specific project (Project Number, NIFID) against which the funds are being returned.

Funds being returned from Provinces/Territories must be made in the form of a cheque payable to the **Receiver General for Canada.**

**New SAR Initiatives Fund (NIF)**
**Quarterly Status Report**

**FY __/__ Quarter __**

| | |
|---|---|
| **PROJECT TITLE:** | *Provide the same title as stated in the original proposal.* |
| **PROJECT NUMBER:** | *Provide the NSS project number.* |
| **NIFID #:** | *Provide the NSS NIF Identification Number.* |
| **STATUS OF WORK:** | *In the table below, duplicate the management plan in the proposal and add the actual date of completion.* |

**OBJECTIVE #1:**

| Project Activities | Cost | Outputs | Performance Measures | Time | |
|---|---|---|---|---|---|
| | | | | Planned | Actual |
| | | | | | |

**QUARTERLY CASH FLOW:** *Provide the cash flow information for the <u>current</u> fiscal year only.*

**FROM NIF**

| Expenditures: | Q1 | Q2 | Q3 | Q4 | Total Project Cost FY __/__ |
|---|---|---|---|---|---|
| **Forecast:** *Duplicate the Q cash flow stated in the proposal.* | | | | | |
| **Actual:** *Provide the amount actually spent.* | | | | | |

**FROM OTHER SOURCES**

| Expenditures: | Q1 | Q2 | Q3 | Q4 | Total Project Cost FY __/__ |
|---|---|---|---|---|---|
| **Forecast:** *Duplicate the Q cash flow stated in the proposal.* | | | | | |
| **Actual:** *Provide the amount actually spent.* | | | | | |

**ADDITIONAL INFORMATION:**

*Include a brief summary of:*

- *Progress and achievements to date;*
- *Project risks (i.e. delays, technical problems, under/over expenditures); and,*
- *Corrective action being taken to ensure project remains on track.*

**New SAR Initiatives Fund (NIF)**
**Summary of Amendment # __ for**

**Project # - Project title**
**(Annex to Memorandum of Understanding)**

| **Project # and Title** | **Summary of Amendment** | **Current Funding** *Specify the amounts requested in the proposal.* | **Requested Funding** *Note the requested revised amounts* | **Requested Action** |
|---|---|---|---|---|
| *Project no.*<br><br>*NIF ID*<br><br>*Project title* | *Justification- explain briefly why the change in the proposal is necessary* | FY __/__: $<br><br>FY __/__: $<br><br>FY __/__: $<br><br>Total: $ | **FY __/__** $<br><br>**Lapse/increase (indicate amount)** $<br><br>**FY __/__** $<br><br>**FY __/__** $<br><br>Total: $ | Request approval for: *action-indicate if the proposal would change in:*<br><br>a) *total estimated cost;*<br>b) *cash flow from year to year; or*<br>c) *scope* |

| **Approved by:** | |
|---|---|
| For the *sponsor:*<br><br>_____<br>*Name (print name below line)*<br><br>*Title*<br>*Department*<br>*Date:* | For the National Search & Rescue Secretariat:<br><br>_____<br><br>Director, Federal Coordination<br>National Search and Rescue Secretariat<br>Date: |

**New SAR Initiatives (NIF) Fund**
**Final Summary Report**
**FY __/__**

| | |
|---|---|
| **PROJECT TITLE:** | *Same as original proposal.* |
| **PROJECT NUMBER/NIFID:** | *Provide the NSS project number and NIF identification number.* |
| **FINANCIAL SUMMARY:** | *Provide a breakdown of costs by fiscal year.* |
| **PROJECT DESCRIPTION:** | *Briefly describe the project activities.* |
| **PROPOSAL OBJECTIVES:** | *Describe project objectives and explain how the project has contributed to improve SAR services in Canada.* |
| **IMPACT/BENEFITS:** | *Describe the project's impacts/benefits to the SAR community.* |
| **EVALUATION:** | *Describe the methods and criteria used to measure the success or failure of the project and provide an objective assessment of its end results.* |
| **COMMUNICATION ACTIVITIES:** | *List the names of other organizations consulted or who played an active role developing and implementing your project.* |
| **BIBLIOGRAPHY REFERENCE:** | *Provide a bibliography of all written and audio-visual materials produced with NIF funds.* |
| **SUGGESTED FOLLOW-UP/ ADDITIONAL ACTIVITIES:** | *Suggest areas relating to your project where more work needs to be done in the future.* |

| **FOR MORE INFORMATION CONTACT:** | |
|---|---|
| **Federal Coordination**<br>National Search and Rescue Secretariat<br>275 Slater Street, 4th Floor<br>Ottawa, ON K1A 0K2<br>Tel.: (613) 996-2782<br>Fax: (613) 996-3746<br>Web Site: http://www.nss.gc.ca | **Sponsor/Project Manager**<br>*Name*<br>*Title*<br>*Organization*<br>*Address*<br>*Telephone*<br>*Fax*<br>*Email* |

## 10.0 AUDIT and REVIEW

Recent changes to the Treasury Board's Audit and Evaluation policies include a focus on results-based management and an emphasis on audit assurances to ensure that public funds are expended in a responsible manner. As a result, a number of changes have been made to the Audit and Review policies governing the NIF.

### 10.1 Program Objectives and Guidelines

Program objectives and guidelines are set out in the NIF Guide that describe all of the terms, conditions and program requirements needed by program managers, applicants and auditors.

The NIF Guide is distributed to all managers or other individuals with an interest in accessing the NIF program.

The Guide is reviewed and updated on a periodic basis to ensure its continued relevance to all stakeholders.

The Guide is supplemented by the provision of additional information to program participants on an "as required" basis.

### 10.2 Funding Categories

Proposals must address the categories of the NSP.

### 10.3 Program MOUs

Program MOUs are agreed to and signed by NSS-authorized sponsors. The MOUs are based on the principles set out in the Guide.

The MOUs have no expiry date and may only be amended or terminated by mutual agreement.

### 10.4 Proposal Application

All proposals are reviewed by the sponsoring department, the NSS and representatives of the sponsors, who make up the NIF Merit Board, against the stated funding categories and the program terms and conditions set out in the Guide. Proposals must comply with the form and content requirements set out in the Guide and include, a:

- ?? Proposal description
- ?? Proposal budget and cash flow statement linked to milestones
- ?? Proposal work plan linked to milestones
- ?? Proposal management plan
- ?? Proposal results and benefits statement in measurable terms

?? Clear plan for Post-Project Evaluation (see heading below) and a
?? Communication Plan.

Proposals that do not include all of the above will be returned to the sponsor and will not be considered for funding.

The list of projects proposed for funding is approved by the NIF Merit Board, ICSAR and the LMSAR.

## 10.5 Project Approvals and Funding

Proposal approvals must be confirmed by signature prior to the start of the proposal.

All approvals must be consistent with the terms and conditions set out in the Guide and the MOU.

NIF Program funds are managed by the NSS, and disbursed through the sponsor/recipient organization in accordance with the requirements of the proposal approval, the MOU, and the Guide.

The proposal approval forms an Annex to the MOU.

## 10.6 Project Management

The project must be managed in accordance with the policies and practices of the sponsoring organization as well as the requirements of the NIF Guide and the approved management plan set out in the proposal application.

## 10.7 Project Reporting

Specific reporting requirements for each project are incorporated into the approval document (e.g. the appropriate Annex to the sponsor's MOU). They are tailored to the realities of the project but, in general, will call for quarterly reports that outline the activity results to date and the expenditures for the past quarter against the approved plan and indicate the activity project for the subsequent period. The sponsoring organization is responsible for submitting the reports in accordance with the agreed timetable.

If quarterly reports are not received on time, further funding will be withheld until they are received.

## 10.8 Project Monitoring

The sponsoring department is responsible for monitoring the project, including those carried out by a third party.

The NSS reviews all project reports and conducts the necessary follow-up work to ensure that all project requirements are being met.

The NSS reserves the right to conduct random checks (active monitoring) throughout the life cycle of any project to ensure that funds are being expended in accordance with Treasury Board policies, the Project work plan and the principles set out in the NIF Guide.

### 10.9 Project Claims and Payments

The sponsoring department prepares and submits claims in accordance with the requirements of the NIF Guide.

The NSS reviews all claims for accuracy and compliance with the proposal approval. All payments will comply with the project approval and the requirements set out in the NIF Guide and the project approval.

### 10.10 Post-Project Evaluation

Post-project evaluations must comply with the NIF Program's reporting requirements (see page 22).

### 10.11 Communication of Project Results

Communicating the results of proposals will be done in consultation with the project sponsor and should be communicated with the NSS.

### 10.12 NIF Program Evaluation

An independent evaluation of the NIF Program will be carried out at least every five years. The client for this audit will be ICSAR.

The evaluation will assess the success, relevance and cost-effectiveness of the NIF program, as well as the adequacy of the NSS design and management of the program and its monitoring activities. The adequacy of departmental management of the program and their monitoring activities will also be commented on.

The NIF evaluation will be conducted every four or five years, or more frequently if requested by the NSS Executive Director.

The evaluation will make use of previous NIF audits and all available NIF project evaluations.

The client for the evaluation will be the Executive Director, NSS.

**NIF PROGRAM EVALUATION WILL INCLUDE THE REVIEW OF:**

- ?? Program objectives and guidelines;
- ?? The development and approval of MOUs;
- ?? The establishment and communication of agreed funding categories;
- ?? Proposal assessment activity;
- ?? The proposal approval and funding process;

- ?? Project monitoring activity;
- ?? The processing of project claims and payments;
- ?? The measuring and communication of project effectiveness; and,
- ?? The adequacy of the project selection for audit of projects and the conduct of these audits.

## 10.13 NIF Project Audits

?? Each MOU will make provision for the conduct of an independent audit.

?? Projects will be selected for audit in accordance with the agreed selection criteria.

?? Project audits will be based on the MOU, specific proposal approvals and on the management practices and audit criteria set out in the NIF Guide.

?? Project audits are designed to ensure that the recipient organizations are managing in compliance with the principles set out in the NIF Guide and the MOU proposal Annex. Such audits will be carried out on individual projects or on groupings of projects managed by a single department, agency or organization.

?? These audits will be selected in accordance with the agreed audit selection criteria noted above. The audits will be carried out on behalf of NSS, either directly by the Secretariat or on a contract basis.

?? In addition to tabling the individual reports, it will be useful to review key findings and trends that arise over the course of the year's audits and produce an annual summary.

**NIF PROJECT AUDITS WILL COVER:**

- Compliance with the MOUs;
- Proposal application, selection and funding;
- Project management (including the management of third parties);
- Progress reporting;
- Project claims and payments;
- Post-project evaluation; and,
- Communication of results.

## 10.14 "Third Party" Audits

In cases where a government organization applies for funding to support a proposal operated by a third party (for example, the Canadian Parks Service Avalanche Information proposal) the same criteria should also apply. The sponsoring department or provincial/territorial authority should apply the relevant criteria to the third party in the same manner as NSS would apply them to the department. The sponsoring department is responsible for conducting any necessary audits of the third party.

These audits could be carried out by the organization's own internal audit group or by independent external auditors. The client for the reports would be the sponsoring department but the results should be provided to NSS as part of the regular progress reporting process.

The NSS project audit would assess the scope and quality of the third party audits as part of their audit process. As a general rule, there would be no need to go back to the third party but that option would be open to NSS if there was a need to do so.

The three types of audits listed above provide comprehensive coverage of both the NIF and the individual projects. This is a reasonable audit regime that is designed to meet everyone's needs.

The Executive Director of the NSS, as the accountable Program Manager of the NIF, reserves the right to require an audit of any NIF project, in accordance with the departmental MOU and the approved NSP Review policy.

## Glossary

| | |
|---|---|
| **Annex** | Each proposal document, once approved, becomes an Annex to the Memorandum of Understanding between the National Search and Rescue Secretariat and the NIF sponsor. The Annex provides the specific details on the proposal. |
| **Audit** | A management tool that provides independent, objective assessment linked to results (Treasury Board Secretariat). |
| **Contingency** | Specific provision to cover variations that may occur in the expected values of elements of cost or schedule, but not scope, quantity or quality. |
| **Contribution** | A conditional transfer whereby specific terms and conditions must be met or carried out by a recipient before costs are reimbursed. |
| **Cost Sharing** | The portion of costs that are not borne by the awarding agency. Cost sharing may include: cash, in-kind (see definition), or both. |
| **EMO** | The Emergency Measures Organization (EMO) is usually the provincial/territorial SAR authority. |
| **Evaluation** | A systematic investigation of the worth or merit of a project. |
| **Final Summary Report** | Once the project is completed, a one page report is required summarizing the objectives of the proposal, the outcomes and results, and the total expenditures by year. |
| **FY** | For NIF, the Fiscal Year (FY) is from April 1 to March 15. |
| **ICSAR** | The Interdepartmental Committee on Search and Rescue (ICSAR), a federal body comprising the federal SAR delivery departments and agencies; Environment Canada - Meteorological Service of Canada; Department of Fisheries and Oceans - Canadian Coast Guard; Department of National Defence – Canadian Forces; Parks Canada Agency; Solicitor General of Canada - Royal Canadian Mounted Police; and Transport Canada chaired by the Executive Director of the National SAR Secretariat (NSS). ICSAR provides advice on SAR matters to the LMSAR. |
| **In-kind contributions** | Non-cash asset transactions provided by interested parties. |
| **Intellectual Property** | A form of creative endeavour that can be protected through a trademark, patent, copyright, industry design or integrated circuit topography. |
| **LMSAR** | The Lead Minister for Search and Rescue (LMSAR), who is also the Minister of National Defence, has overall responsibility for leadership and coordination of the national SAR program, a task which is performed in concert with the Ministers of the federal SAR delivery departments, and with provincial and territorial authorities responsible for SAR program delivery within their jurisdictions. |
| **MOU** | The Memorandum of Understanding (MOU) is a written agreement between the NSS and each of the sponsors outlining the roles and responsibilities of the NSS, the sponsors and the participants in the NIF. |
| **NIF** | The New SAR Initiatives Fund (NIF), with an annual budget of $8.1 M, provides funds to proposals that enhance SAR capability in Canada. Proposals must address one of the six categories: further integration of the National SAR Program; collection of SAR data and information; prevention; response; research and development; and volunteer activities. Proposals must be sponsored before being submitted to the NSS for consideration. |
| **NSP** | The National Search and Rescue Program (NSP) encompasses the efforts and activities of all levels of government, corporate and volunteer sectors, and a vast array of organizations and programs related to providing information, applying technology, conducting research, preventing SAR incidents from occurring or saving the lives of people at risk. |

## Glossary

| | |
|---|---|
| **NSS** | The National Search and Rescue Secretariat (NSS) provides central coordination and leadership for the National Search and Rescue Program (NSP) and manages the New SAR Initiatives Fund (NIF) on behalf of the Lead Minister for Search and Rescue (LMSAR). |
| **Objective** | Anticipated accomplishments/outcomes. Objectives build on the Statement of Purpose (see definition) by breaking down its intent into separate identifiable outcome statements. |
| **Participant** | Any person, group or organization that applies for or receives funds or directly benefits from these funds. |
| **Partnership** | A collaborative arrangement between two or more parties that enables them to work co-operatively together towards shared or compatible objectives, shared appropriate degree of risk, and mutual benefit. It is not a true legal partnership where partners are liable for each other's actions. |
| **Performance Measure** | The exact criteria that will be taken as evidence that the intent of the project activity has been achieved. |
| **Proposal** | The proposal clearly and completely describes the intent of the submission. It is prepared with the help of the sponsor using the instructions in the NIF Guide and submitted to the NSS, via the sponsor, for funding consideration. |
| **Project** | A set of activities or functions that a recipient proposes to undertake with the contribution of funds provided by the NSS. Once the proposal is approved, it is referred to as a project. |
| **Project manager** | The project manager is the person responsible for managing the NIF project. |
| **PWGSC** | Public Works and Government Services Canada (PWGSC) is a federal government department that deals with contracting, copyright, supply, etc. All participants must contract through the PWGSC for any goods and/or services relating to their NIF proposal. Approval of a NIF proposal does not guarantee or imply a sole source contract to an outside agency. |
| **Quarterly Status Report** | The quarterly (Q) status report summarizes the activities and funding status of NIF proposals to the end of the quarter. The quarterly reports are due at the NSS via the sponsor at the end of each fiscal quarter (i.e., June 30, September 30, December 31 and March 15). They provide an explanation of any variance between the approved work plan and the progress being reported. They must accompany invoices. |
| **Recipient organization** | The organization (may also be referred to as the project manager) that receives the approved funds and uses them to conduct the approved project. |
| **SAR** | Search and Rescue. |
| **Sponsor** | All NIF proposals must be sponsored by one of the authorized sponsors indicated in Appendix A of the NIF Guide. The sponsor is the link between the NSS and the proposal, and assists the NSS in the management of the NIF. |
| **Statement of Purpose** | A statement that communicates a clear understanding of the proposal's intended purpose, without stating HOW this will be accomplished. |
| **Target Audience** | A specific portion of the population with similar characteristics (i.e. demographics, geographic location, and/or attitudes etc), which is the target of the project. |

## How Are We Doing?

If at any time during the NIF cycle, you would like to advise us of something you think we are doing well or think we could be improve on, please let us know. We welcome the feedback to help us improve and strengthen the NIF.

**Feedback Form - New SAR Initiatives Fund**

| |
|---|
| **What the New SAR Initiatives Program is doing well:** |
| **How could we improve the NIF:** |
| **Name:**<br>**Organization:**<br>**Telephone Number:**<br>**Date:** |

**Please mail/fax/email this form to:**

Federal Coordination
National Search and Rescue Secretariat
275 Slater Street, 4th Floor
Ottawa, ON K1A 0K2
Tel.: (613) 996-2782 1 800 727-9414
Fax: (613) 996-3746
Email: NIF@nss.gc.ca

# Appendix A
# Federal and Provincial/Territorial Sponsors

## New SAR Initiatives Fund (NIF) Sponsors

## Federal Government

Director, Federal Coordination
**National Search and Rescue Secretariat**
275 Slater Street, 4th Floor
Ottawa, ON K1A 0K2
Tel.: (613) 992-6667 1 800 727-9414
Fax: (613) 996-3746
Email: phowe@nss.gc.ca

Director of Air Force Employment
**Department of National Defence**
MGen George R. Pearkes Bldg.
101 Colonel By Drive 12th fl. CBN
Ottawa, ON K1A 0K2
Tel: (613) 996-0738
Fax: (613) 995-8687
Email: Hanna.RB@forces.ca

Chief, Ecosystems Protection
Ecosystems Branch, National Parks
**Parks Canada Agency**
25 Eddy Street, 4th Floor
Hull, QC K1A 0M5
Tel: (819) 994-5535
Fax: (819) 997-3380
Email: brett_moore@pch.gc.ca

Chief, Non-federal SAR Programs
**National Search and Rescue Secretariat**
275 Slater Street, 4th Floor
Ottawa, ON K1A 0K2
Tel.: (613) 996-3727 1 800 727-9414
Fax: (613) 996-3746
Email: jchaffey@nss.gc.ca

Planning Officer
Policy and Corporate Affairs
**Environment Canada**
**Meteorological Service of Canada**
10 Wellington Street, 4th Floor
Hull, QC K1A 0H3
Tel: (819) 997-4027
Fax: (819) 994-8854
Email: Joanne.St-Coeur@ec.gc.ca

Contract Policing Branch
**Solicitor General**
**Royal Canadian Mounted Police (RCMP)**
Contract Policy Support Services Section
1200 Vanier Parkway, Room G501
Ottawa, ON K1A 0R2
Tel: (613) 993-8437
Fax: (613) 998-2405
Email: Jacqueline.Bannach@rcmp-grc.gc.ca

Manager, Search and Rescue
**Department of Fisheries and Oceans**
**Canadian Coast Guard**
200 Kent Street, 5th Floor, Station 5041
Ottawa, ON K1A 0E6
Tel: (613) 990-3119
Fax: (613) 996-8902
Email: millerr@dfo-mpo.gc.ca

Safety Programs, Strategies and Coordination
**Transport Canada**
Place de Ville, Tower C, 12th Floor
330 Sparks Street
Ottawa, ON K1A 0N8
Tel: (613) 991-0185
Fax: (613) 990-5058
Email: howesd@tc.gc.ca

## New SAR Initiatives Fund (NIF) Sponsors
## Provincial/Territorial Government Organizations

**NF Department of Justice – Search and Rescue**
Confederation Building
P.O. Box 8700
St. John's, NF A1B 4J6
Tel.: (709) 729-4896 Fax: (709)729-2129
Email: ralpha@mail.gov.nf.ca

**NS Emergency Measures Organization**
P.O. Box 2581
Halifax, NS B3J 3N5
Tel: (902) 424-5620 Fax: (902) 424-5376
Email: lestermr@gov.ns.ca

**PEI Emergency Measures Organization**
120 Harbour Drive
P.O. Box 2063
Summerside, PE C1N 5L2
Tel: (902) 888-8050 Fax: (902) 888-8054
Email: daycampbell@gov.pe.ca

**NB Emergency Measures Organization**
P.O. Box 6000, Station A
65 Brunswick Street
Fredericton, NB E3B 5H1
Tel: (506) 453-7482 Fax: (506) 453-5513
Email: Art.Skaling@gnb.ca

**Sûreté du Québec**
Direction de la Protection du territoire
1701, rue Parthenais
CP 1400, Station C
Montréal, QC H2L 4K7
Tel.: (514)598-4811 Fax: (514) 598-4814
Email: rpoeti@surete.qc.ca

**Emergency Measures Ontario**
Ministry of the Solicitor General
25 Grosvenor Street, 19th Floor
Toronto, ON M7A 1Y6
Tel: (416) 314-3723 Fax: (416) 314-3758
Email: Neil.McKerrell@jus.gov.on.ca

**MB Fire Commissioner**
1601 Van Horne Ave. East
Brandon, MB R7A 7K2
Tel: (204) 726-6841 Fax: (204) 726-6847
Email: dpopowich@gov.mb.ca

**Saskatchewan Emergency Planning**
1855 Victoria Avenue, Room 220,
Regina, SK S4P 3V7
Tel.: (306) 787-9568 Fax: (306) 787-1694
Email: cking@mah.gov.sk.ca

**Alberta Disaster Services**
16th Floor, Commerce Place
10155-102 Street
Edmonton, AB TJ5 4L4
Tel.: (780)422-9000 Fax: (780)422-1549
Email: Don.Huestis@gov.ab.ca

**Provincial Emergency Program**
Ministry of Attorney General
P.O. Box 9201 Stn. Prov. Govt
Victoria, BC V8W 9J1
Tel: (250)952-4897 Fax: (250)952-4888
Email: Suzanne.LaRoy@gems1.gov.bc.ca
teresa.courser@gems1.gov.bc.ca

**NWT Emergency Services Division**
Municipal and Community Affairs
Government of the Northwest Territories
5201 50th Avenue, Suite 600
Yellowknife, NT X1A 3S9
Tel: (867) 920-6133 Fax: (867) 873-8193
Email: eric_bussey@gov.nt.ca

**Yukon Emergency Measures Branch**
Department of Community and Transportation Services
Yukon Government
P.O. Box 2703
Whitehorse, YT Y1A 2C6
Tel: (867) 667-5220 Fax: (867) 393-6266
Email: emo.yukon@gov.yk.ca

**Government of Nunavut**
Dept. of Community Government and Transportation
Nunavut Emergency Services
P.O. 800
Iqaluit, Nunavut XOA OHO
Tel.: (867) 979-6262 Fax: (867) 979-4221
Email: twatts@gov.nu.ca

# Appendix B
# ICSAR Approved Federal Prevention Strategies

## ICSAR approved Federal Prevention Strategies

### Vision

A Canada where people engaging in activities which might require a SAR response, assess the degree of risk involved in their actions and choose behavior that avoids or minimizes potential injury or loss of life.

### Objectives

Motivating people to acquire and use the knowledge, skills, and devices, necessary for them to avoid or reduce the severity of incidents associated with their activities.

### Enabling Strategies

?? **Motivating people to acquire and use the knowledge, skill and equipment necessary to save lives and avoid injury**- prevention will focus on changing behaviour, encouraging better risk management, and enabling people to make effective decisions for the protection of their own and others' lives and physical safety. To implement this strategy, Canada's prevention community is committed to focussing efforts on individuals and activities most exposed to risk, considering all phases of incidents (pre-incident, incident and post-incident) and all components of prevention (personal, equipment and environmental)

?? **Strengthening the capacity of the prevention community throughout Canada** to ensure that prevention activities are cost-effective, to strengthen its capacity to achieve more effective prevention programs, activities and measures in a resource scarce environment. Canada's prevention community is committed to forming partnerships, recruiting volunteers, increasing collaboration, cooperation and information sharing, raising funds, developing networks, and collecting and analyzing incident data.

?? **Committing to the achievement of measurable results to ensure that prevention programs, activities and measures achieve desired results**. Canada's prevention community is committed to effective and meaningful performance measurement. This will include the early identification of achievable and measurable results; routine and timely measurement of actual versus planned results; systematic evaluation of the prevention program, activity, or measure; and, identifying best practices and obtaining lessons learned.

?? **Designing effective SAR prevention programs, activities and measures, which reflect prevention community best practices and incorporate lessons learned** to ensure that prevention activities are cost-effective. Canada's prevention community is committed to ensuring that SAR prevention programs, activities and measures include an analysis of the prevention context and baseline incident data; involve the profiling of target audiences; define "performance paths"; achieve complementarily with other activities and initiatives; and incorporate effective work-planning, scheduling and budgeting skills.

## Appendix C
## New SAR Initiatives Fund Proposal Checklist

**New SAR Initiatives Fund (NIF)**
**Proposal Checklist**

**FY __/__** **Date:**

**NIFID:**
**Title:**_____
_____

## Part 1 - Proposal Summary

- ✍ NSS-approved sponsor
- ✍ Category
- ✍ Location

**Financial Summary**
- ✍ Project is cost shared
- ✍ The Total Estimated Cost = NIF Funds + Other Sources
- ✍ Accurately represented as percentages

**Cost Breakdown**
- ✍ Cost Breakdown is provided both for NIF Funds as well as Other Sources
- ✍ From NIF + From Other Sources = Total Estimated Cost (previous section)

**Summary of Proposal**
- ✍ The Summary is brief (1-2 paragraphs)
- ✍ Addresses objectives of the NSP
- ✍ Addresses current FY priorities for NIF
- ✍ Satisfies NIF MUST Principles (p. 3)
- ✍ Explains project
- ✍ Provides justification for deficiency/need

**Signature**
- ✍ Signed by the appropriate Sponsor signing authority

## Part 2 - Proposal

- ✍ Statement of Purpose
- ✍ Summary of Need
- ✍ Description of Solution
- ✍ Target Audience

**Management Plan**
- ✍ Objectives
- ✍ Activities
- ✍ Costs
- ✍ Performance Measures
- ✍ Outputs
- ✍ Time
- ✍ A table is completed for EACH objective

**Bilingual Requirement**
- ✍ Have bilingual requirements been addressed

**Communication Plan**
- ✍ Message
- ✍ Target Audience
- ✍ Action Plan
- ✍ Schedule
- ✍ Evaluation of Communication Plan

**Evaluation Plan**
- ✍ As per NIF Program Guide (April 2002) requirements

**Other Funding Sources and Partners**
- ✍ Complete details provided
- ✍ Letters of support attached

**Budget**
- ✍ Total = Quantity x Unit Cost
- ✍ Other Funding Sources Costs are included
- ✍ Does the budget include translation costs (if applicable)?
- ✍ Total = Total Estimated Cost in Part 1 - Proposal Summary

**Quarterly Cash Flow**
- ✍ Total = Q1 + Q2 + Q3 + Q4
- ✍ Forecast Expenditures for NIF and Other Sources
- ✍ Start-up Costs identified AND justified
- ✍ Appropriate taxes addressed (if applicable)

**Contacts**
- ✍ Project Manager
- ✍ Responsible Officer (sponsor level)
- ✍ Other Sources of Funding

## Part 3 - Communications Type Proposals

- ✍ Is applicable (if not, skip this section)
- ✍ Production schedule
- ✍ Level of funding sought

**New SAR Initiatives Fund (NIF)**
**Proposal Checklist**

- Detailed, itemized, unit cost, budget, cash flow
- Target audience and description Plan for distribution, licensing, and allocation of rights
- Report of research and development to date

**Part 4 – Prevention Proposals**

- Proposal addresses (if applicable) relevant sections.

**Part 5 - Additional Information**

- Includes additional information (optional)

**NOTES**

# Appendix D
# NIF Proposal Scoring Information and Score Sheet

**New SAR Initiatives (NIF) Scoring Instructions**

This Appendix provides instructions concerning the scoring sheet used during the assessment process. The number of each factor corresponds to the number of the scoring box on the score sheet. When scoring, use only whole numbers, not decimals.

"Total" scores of zero "0" are not accepted from NIF Merit Board members unless a considerable effort has been made to contact the proposal sponsor for clarification of the proposal's intent etc.

**Filter Criterion**

This criterion is designed to ensure that the NIF is used effectively for SAR proposals. It is an "in" or "out" criterion which is answered either "yes" or "no" and relates to whether the proposal is a valid SAR proposal in accordance with the screening criteria (see Principles and Guidelines p.4). Any proposal that does not receive a "yes" answer will not be scored. If the proposal meets the criteria and has the potential to save lives through the SAR activities of prevention or response, ground, air or marine, in any jurisdiction - then the proposal can be scored. It is expected that sponsors will have filtered out any proposals unlikely to pass the filter criteria.

**Cost Sharing and Partnerships**

**Cost Sharing**

This refers to the percentage of non-NIF funding that goes into the project and is calculated using the total estimated cost of the project (e.g. 100 percent). Sharing because of non-SAR use does not count toward the total (see Page 6 "Cost Sharing"). Proposals with less than 1% cost sharing are immediately screened out by the NSS prior to sending the proposals to the Merit Board for scoring.

Cost Sharing Scoring:

0. Cost sharing 1-24% of the total project cost.
1. Cost sharing 25-49%
2. Cost sharing 50-74%
3. Cost sharing 75% or more

**Partnership**

The number of partners, other than the sponsor, that are actively involved in the implementation and delivery of the project.

Partnership Scoring:

0. No partners
1. Moderate degree of partner involvement
2. High degree of partner involvement

**Common Factors**

Factor 1: Relative Need

The wording of the submission should provide ample information to support scoring.

Relative Need Scoring:

1-2. Not convinced need is valid; or some need, but clearly overstated
3-4. Need appears valid but not pressing; probably not much impact if not approved
5-6. Need valid and moderate; some impact expected if proposal not approved
7-8. Need clear and relatively pressing
9-10. Need clear and urgent

Factor 2: Benefit/Cost Ratio

Related to Factor 1, need, because the benefit to be derived is the satisfaction of the need. Accordingly, proposals with high need scores have the potential for high benefit/cost scores. The score assigned should be based on a subjective assessment of the quality of the need addressed versus the cost to do it. The volunteer feature of a proposal, for example, can reflect the superior benefit/cost ratios volunteers can provide, in the right circumstances, in both prevention and response situations.

1. Low need/medium to high cost
2. Medium need/high cost; Low need/low cost
3. Medium need/medium cost; High need/high cost
4. Medium need/low cost; High need/medium cost
5. High need/low cost or medium to high need.

Factor 3: Proposal Risk

Two aspects should be considered. The first is the likelihood or degree of certainty that the proposal will actually deliver the promised benefits if it is completed as submitted. The second is the likelihood that the proposal can be completed on time and within budget. These are subjective judgments.
Proposal Risk Scoring:

1. Proposal does not appear to address the need; Proposal unlikely to be completed with the funds requested or in the time allotted
2. Not clear that proposal addresses need; Not clear that proposal can be completed on time and within budget
3. Proposal addresses need; Proposal can probably be completed "on time" and "within budget"
4. Proposal clearly addresses need; Proposal can be completed on time and within budget
5. Proposal precisely addresses need - should provide significant benefits; Proposal can be completed on schedule and within budget

Factor 4: Totals of 1, 2 and 3, as indicated

**Component Factors**

A proposal that might have a claim to both categories, i.e., response and prevention, **can only be scored in one of them**. Only one factor of 5 through 11 may be scored. Since the wording of the scoring factors is clear, scoring should be straightforward, although it will still be subjective. The following are suggested as norms:

Factor 5: Proposal Improves Compliance and/or Awareness of Safety Regulations/Procedures

1. Compliance improvement appears minimal relative to need
Regulation/procedures to be enforced do not appear to be strongly linked to SAR incidents

2. Compliance proposed is adequate but need is low
   Regulations/procedures appear linked to SAR incidents
3. Compliance proposed is adequate and need is medium
   Regulations/procedures are linked to SAR incidents
4. Compliance proposed is adequate and need is high
   Regulations/procedures are linked to SAR incidents
5. Compliance proposed is clearly adequate and will fully address a serious need
   Regulations/procedures are clearly linked to the occurrence of SAR incidents

**Factor 6: Proposal Improves the Capacity and Presence to Deliver Prevention Programs**

1. Small improvement; low need
2. Medium improvement; low need/small improvement; medium need
3. Medium improvement; medium need/small improvement; high need
4. High improvement; medium need/medium improvement; high need
5. High improvement; high need

**Factor 7: Proposal Improves Awareness, Knowledge, Attitude/Commitment**

1. Proposal clearly not addressing need; not targeted to group at risk
2. Proposal addresses low need issue; proposal appears to target correct group
3. Proposal addresses medium need issue; proposal appears to target correct group
4. Proposal addresses high need; proposal appears to target correct group
5. Proposal clearly addresses an urgent need; proposal clearly targets those at greatest risk

**Factor 8: Proposal Reduces or Eliminates the Hazard causing the Incident**

1. Small improvement; low need
2. Medium improvement; low need/small improvement; medium need
3. Medium improvement; medium need/small improvement; high need
4. High improvement; medium need/medium improvement; high need
5. High improvement; high need

**Factor 9: Proposal Improves the Effectiveness of Detecting and/or Alerting**

1. Small improvement; low need
2. Medium improvement; low need/small improvement; medium need
3. Medium improvement; medium need/small improvement; high need
4. High improvement; medium need/medium improvement; high need
5. High improvement; high need

**Factor 10: Proposal Improves the Effectiveness of Response Subsequent to Receipt of Alert**

1. Small improvement; low need
2. Medium improvement; low need/small improvement; medium need
3. Medium improvement; medium need/small improvement; high need
4. High improvement; medium need/medium improvement; high need
5. High improvement; high need

**Factor 11: Proposal Increases Victim Survival Time**

This factor applies to proposals that will increase the survival time for victims in the water or in harsh environmental conditions on land.

1. Small improvement; low need
2. Medium improvement; low need/small improvement; medium need
3. Medium improvement; medium need/small improvement; high need
4. High improvement; medium need/medium improvement; high need
5. High improvement; high need

**Factor 12: Proposal Reduces or Eliminates Risk to SAR Personnel**

1. Small improvement; low need
2. Medium improvement; low need/small improvement; medium need
3. Medium improvement; medium need/small improvement; high need
4. High improvement; medium need/medium improvement; high need
5. High improvement; high need

## New SAR Initiatives Fund (NIF) Proposal Scoring Sheet

NIFID:_____

PROPOSAL TITLE:_____ SPONSOR:_____

| FILTER CRITERIA | Y/N |
|---|---|
| **Does proposal meet the screening criteria and the NSP objective by potentially saving lives through SAR prevention or response activities? Yes/No**<br><br>If the question is answered "NO", further justification will be requested of submitting agency/sponsor.<br>**If the additional response does not meet requirements - do not score.** | |

| COST SHARING AND PARTNERSHIPS (MAX. 5 POINTS): | | | | |
|---|---|---|---|---|
| 1. Cost Sharing (max. 3pts.): | | | 2. Partnerships (max. 2 pts.): | |

| COMMON FACTORS: Score factors 1, 2 and 3 (max. 20 points). | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1. Relative need (max. 10 pts.) | | 2. Benefit/cost (max. 5 pts.) | | 3. Proposal Risk (max. 5 pts.) | | 4. Totals of 1, 2 and 3 | |

| COMPONENT FACTORS: Score 0 (does not apply), 1 (low) to 5 (high) Only one factor may be scored. | | | |
|---|---|---|---|
| 5. Proposal improves compliance and awareness of safety regulations/procedures | | 9. Proposal improves the effectiveness of detecting that a potential SAR incident has occurred, and/or improves the effectiveness of the process in alerting the correct responding agency. | |
| 6. Proposal improves the capacity, presence to deliver prevention programs leading to behavior change | | 10. Proposal improves the effectiveness of any aspect of response subsequent to the alerting of appropriate SAR authorities. | |
| 7. Proposal improves awareness, knowledge, attitude/commitment to avoid or reduce severity of incident or loss of life | | 11. Proposal increases the potential survival time of people at risk in SAR incidents. | |
| 8. Proposal reduces or eliminates the hazards causing incidents. | | 12. Proposal reduces or eliminates risks to rescue personnel. | |
| TOTAL COMPONENT SCORE | | TOTAL COMPONENT SCORE | |
| | | TOTAL PROPOSAL SCORE (MAX. 30 PTS.) | |

## Appendix E
## Sample Invoice

**INVOICE**

***IN ACCOUNT WITH:***

***INVOICE NO. –***

***National Search and Rescue Secretariat***
**275 Slater Street, 4th Floor**
**Ottawa, Ontario**
**K1A 0K2**

**ATTENTION: NIF Program Manager**

***DATE***

| **Description** | **Amount** |
|---|---|
| Project Number, NIFID, Project Title | $ |
| ***TOTAL AMOUNT DUE:*** | ***$*** |

**Send payment to:**

**For information call:**
*****Available through the NSS website (www.nss.gc.ca) *****

## Appendix F
## News Release Template for NIF Projects

**News Release**

**DATE**

**CONTACT:** *List the contact information of the person who is most available.*

**Phone No.:**
**Cell Phone:**
**Fax No.:**
**E-mail:**
**Hours of Availability:**

**For Immediate Release**
**N.B.** If there is a key date, you can print "For Release *dd-mm-yy*"

**HEAD LINE**

***NAME OF CITY*** *in Capital letters, Date of Press Release - - Lead sentence. Introductory line should answer the 5 W's: Who, what, when, where and why.*

***QUOTE:*** "The New Search and Rescue Initiatives Fund (NIF) demonstrates our continued commitment to improving Canada's Search and Rescue system," said Ms. Jean E. Murray, Executive Director of the National Search and Rescue Secretariat (NSS). "We're very proud of the [*insert project name here*] and of the wealth of expertise and experience found in Canada."

***PARAGRAPH:*** *The "nitty-gritty" of the project. State briefly why the project was needed, who will benefit from it, what new product/service/tool was created, and give any high-tech explanation of how it works.*

***QUOTE:*** *Insert a quote from the Project Team.*

***NIF PARAGRAPH:*** The New Search and Rescue Initiatives Fund (NIF) was established to provide funding for projects that will improve search and rescue in Canada. Over $8 million is allocated annually to approximately 100 projects.

***NSS PARAGRAPH:*** The National Search and Rescue Secretariat was established in 1986, following the Ocean Ranger oil rig disaster. The Secretariat promotes an efficient, effective and economical National Search and Rescue Program by coordinating central activities on behalf of those agencies providing search and rescue services to people in distress throughout Canada's areas of jurisdiction. *N.B. This paragraph should be the last one in the release.*

***Tips for the News Release***

**The "Slug"**

.....2 SAR Project

A Slug (above) should appear in the top left corner of the second page of your News Release.

**The Endmark**

-30-

An Endmark (above) should be centered at the end of the News Release.

***Getting Your News Release Out!***

**Where do you send the News Release?**

Start by visiting your local library (reference section) and ask for the "Matthews List" (Matthew's Media Directory). The list has the listings for newspapers, and television and radio channels etc, for every province and territory in Canada, including the names of columnists, names and times of television and radio shows, and the names of show hosts. Don't send a release to every media outlet in your province. Instead, use Matthew's List to pick carefully the outlet(s) that would have the most interest in your story. Narrow the focus to the audience most likely to have interest in the results of the project. For example, if your project is focused on research and development, look for your newspaper's science and technology writer. Community newspapers are often your best bet because they are interested in local stories.

**Be sure to:**

1. Obtain the name of the news editor (paper or radio) or assignment editor (television);
2. Fax the news release with a clear cover sheet, providing clear contact information for your organization;
3. Be available for interviews; and
4. Make photos available for print media.